

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF LOUISIANA**

POSITION ANNOUNCEMENT

Position Title: Chief Deputy Clerk

Starting Salary: JSP 12 - 14 (62,453 - 87,761)

Application Deadline: February 15, 2006

Position Overview

The United States Bankruptcy Court for the Middle District of Louisiana is accepting applications for the position of Chief Deputy Clerk of the Bankruptcy Court. The clerk's office now has 15 employees, who assist the single bankruptcy judge for the district. The clerk's office is located in Baton Rouge, Louisiana.

The position of Chief Deputy Clerk is an executive position reporting directly to the Clerk of Court. The Chief Deputy shares the responsibility for the supervision and management of daily operations for the Bankruptcy Court, including case processing, financial operations, management, and procurement. Working closely with the Clerk and staff, the Chief Deputy will assist in the development, implementation and refinement of office policies, procedures, and programs to enhance the productivity of the total organization.

Conditions of Employment

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background and fingerprint check. Employees of the United States Bankruptcy Court are "at-will" employees. Employees are not included in the Federal Government's Civil Service Classification. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

Minimum Qualifications for Position

Prospective candidates must possess the following: A minimum of six years of work experience including three (3) years of progressively responsible administrative experience in public service or business that has provided a thorough understanding of organizational, procedural and human aspects in managing an organization and an undergraduate or post graduate degree. Candidates must also have a performance history that demonstrates proven skills in managing limited resources against multiple demands, strong organizational prioritizing and problem solving skills and solid oral and written communication skills. Experience in office automation including automated case management systems and a working knowledge of the Federal Rules of Bankruptcy Procedure as well as local bankruptcy rules is preferred.

The successful candidate will possess the following:

- Exceptional leadership skills; provides innovative solutions to workplace problems and employee relations issues.
- Exceptional interpersonal skills; ability to identify and resolve complex employee relations issues, providing guidance and solutions to workplace problems.
- Excellent oral and written communication skills; ability to communicate with a wide variety of individuals, including judges, attorneys, staff, and the public.
- Professional maturity; the ability to adapt personal style to different levels within the organization.
- Excellent critical thinking skills; the ability to focus on big picture issues as well as the details.
- Perseverance; focuses on the pursuit of excellence both for themselves and the organization.
- Proven problem solver; the ability to find practical solutions to a wide-range of complex issues.
- Experience handling and understanding complex regulations and statutes.

Application Procedure

Interested applicants should submit a cover letter, resume with job references, and an Application for Judicial Branch Federal Employment (AO-78) to:

Monica M. Menier
Clerk of Court
707 Florida St., Rm. 119
Baton Rouge, LA 70801
Personal and Confidential

Applicants selected for an interview will be notified by the court to set up an interview.

The Court will not reimburse an applicant for interview expenses.

The United States Bankruptcy Court is an Equal Opportunity Employer.